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### PROCUREMENT PROCEDURE

The following is a general outline of the various types of procedures involved in procuring materiel and equipment for TSS.

#### PROCEDURE A:

1. The requisition originates in the requesting division where it is typed on a standard requisition form.
2. The requisition goes from the requesting division to the Administrative Division, TSS (Supply Office), where the requisition is recorded in a log book.
3. The requisition is hand carried from the Administrative Division, TSS, to the Stock Control Branch, Supply Division, LO, where they adjust their perpetual inventory card, if any, of the items that are carried in stock, or in the case of an item which is not a stock item, they merely forward it to the Procurement Division, LO.
4. In the Procurement Division, LO, it is assigned to one of the four (4) branches below:
  - a. The Military Purchase Branch, which usually requires ninety-five (95) days before delivery is received by TSS.
  - b. The Special Purchase Branch, which can produce an item in one (1) day if necessary.
  - c. The Contract Branch, which will obtain delivery in a minimum of sixty (60) days.
  - d. The Civilian Purchase Branch, which averages twenty-five (25) to thirty-five (35) days delivery to TSS.
5. The material is delivered to the  where it is received, and at that time is charged out to the requesting division. All materials received in CIA must be charged in through the Warehouse which means anywhere from one (1) to five (5) days in getting to TSS, depending upon the proximity of the receiving to the scheduled delivery date. Exceptions are often made in the case of urgency, whereby an item can be delivered the same day it is received or it is available for TSS personnel to get from the Warehouse.

#### PROCEDURE B: (Repeat steps Nos 1, 2 and 3 [as far as posting records])

4. The Stock Control Branch, Supply Division, LO, forwards the requisition to the Warehouse if the item is in supply. If the item is not in supply, a back-order slip is issued to the requesting division. This

~~SECRET~~

~~Security Information~~

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slip is often times ten (10) days to two (2) weeks in reaching the requesting division and is the first indication that they have an item not in supply; consequently, if items that are back-ordered are urgently needed, those items are cancelled from the original requisition and a new requisition is made to be forwarded ultimately to the Special Purchase Branch, Procurement Division, LO. Items are then delivered to the requesting division according to the delivery schedule except in cases of urgency as outlined in Procedure A above.

PROCEDURE C

This procedure is for communications items and is the same as Procedure B except that the requisition goes to the Office of Communications from the Administrative Division, TSS, for recording and approval before being sent to the Stock Control Branch, Supply Division, LO, for the usual processing.



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